

TEACHER ASSISTANT (TA) or OFFICE ASSISTANT (OA)
REQUEST FORM AND CONTRACT (11th and 12th grade only)

Name _____
(Last) (First) (MI)

Student ID #: _____ Graduation Year: 20 _____

Requesting to TA (P/N-.25) or OA (P/N-.25) (Teacher or Counselor Circle ONE Above – TA or OA)

For _____ Rm. # _____ Period _____
(Certificated staff - Please Print)

Semester: 1st OR 2nd (Circle ONE) of _____ (School Year)

Certificated Staff Signature: _____

REMINDER: A student may count a maximum of 2.0 TA credits toward graduation electives.

Terms and Conditions of TA or OA Contract: (review the back of this form)

Maintain confidentially at all times.

Administrative Services

11, 12—Semester

Permission required

Work as an aide in the Main Office, Counseling Center, or Attendance under the Certificate staff direction a classified staff can supervise.

Pick up the TA form from your counselor and have the appropriate Certificated staff sign it.

Library Assistant (OA)

11, 12—Semester

Permission required

Either work as an aide in the Library under the supervision of the Librarian and classified staff or as an aide in the Teen Health Center under the supervision of the Nurse and the Teen Health Center staff.

Pick up the TA form from your counselor and have either the Librarian.

Teacher Assistant (TA)

9, 10, 11, 12—Semester

Permission required (TA form from counselor, written permission from teacher)

Students may choose to be TAs for teachers, with permission from the specific teacher. In general, students cannot select TA positions until just before school starts.

Please note that taking a TA course will prevent you from being eligible for the “Academic PE waiver”, where you must take 6 academic courses (no TA’s, Early Dismissals or Late Arrivals) for each semester in order to receive a PE waiver.

→ _____ → _____
(Student Signature) (Parent/Guardian Signature)

*** RETURN THIS FORM TO YOUR COUNSELOR ***

Approved OR Denied by: _____		_____
<i>CIRCLE ONE</i>		<i>Counselor</i>
		<i>Date</i>
Course # _____	Term: _____	Entered by: _____
		<i>Date</i>